<u>**STATEMENT OF WORK**</u>
Contractor Management Analyst (GS-0343-12/13 Equivalent)
Civilian Response Corps – Operations Section
Division of Civilian Response Operations
Office of the Coordinator for Reconstruction and Stabilization
US Department of State

<u>Introduction:</u>

This position is located in the Civilian Response Corps Operations Section (CRC-OPS), Division of Civilian Response Operations (CRO), Office of the Coordinator for Reconstruction and Stabilization (S/CRS), Department of State (DOS). The incumbent is responsible for tracking – on a daily basis – the readiness, training and deployment status of up to 32 members of the Active Component of the Civilian Response Corps as well as all deployed CRC personnel. The incumbent prepares routine reports for the Director of CRC-OPS on the status of Active Component (AC) members, identifies readiness, equipment and training needs and flags for CRC staff, and identifies (in conjunction with team leaders) AC members available for deployments, training, exercises, and outreach activities. This position is under the general direction of the Civilian Response Corps Operations Director.

<u>Major Duties and Responsibilities:</u>

Maintains and updates on a daily basis a roster of AC personnel, their training, deployment status, and availability for future engagements. Maintains a current list of geographical, language, functional skills and relevant sector expertise for all AC members, to include relevant biographical data.

Maintains situational awareness of the status, issues and needs of all deployed CRC personnel in support of team leaders.

Tracks performance plans and statements of work for Civil Service and Foreign Service members of the AC, ensures rating and reviewing officers are assigned to each, and ensures performance appraisals, ratings and reviews are accomplished in a timely fashioned.

Manages deployment databases for AC members and update all fields (e.g. medical, training, equipment, administrative) relating to the deployability of AC members.

Prepares routine reports on the status of AC personnel for use by the Director and Chief of the AC. Brief leadership of the status and availability of all AC members in coordination with AC team leaders. Anticipates the flag training, equipment, administrative (e.g. leave requests) issues affecting the deployability of AC personnel and recommend courses of action to solve problems that arise in recruiting, training, equipping and deploying AC personnel.

Solicits information on and maintains a database of upcoming deployments, training, exercises and outreach activities – both confirmed and planned – which are likely to involve AC members. Makes recommendations to leadership on which AC personnel are available and suitable for upcoming engagements.

Acts as the initial point of contact for all AC personnel, both deployed and non-deployed, for the purpose of solving personnel and administrative questions, fulfilling required training, arranging exercise participation, and preparing for deployment abroad.

Coordinates with the Mission Support, Doctrine, and Training/Exercises offices on routine administrative, logistics, and training questions that relate to the readiness, availability and deployability of AC personnel.

Required Experience/Skills:

Two years experience working with the DoS

Good computer skills with PowerPoint, Excel, Access and other database software.

Two years experience managing personnel or programs.

Desired Experience/Skills:

Active duty military service or four years of government service.

Experience working for a year or longer in one or more foreign countries, either military, government, Peace Corps, or business.

Experience managing multiple personnel in a small or medium-sized organization.

How to Apply

Please e-mail your resume and cover letter to Tom Bell (bellta@pro-telligent.com) by November 15, 2008 with "S/CRS CRO Management Analyst" in the subject line. Finalists will be contacted.